

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number T51206
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____ , (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yyyy)

a. Post Classification Authority

CARPENTER, FSN-1210

4

02/16/2012

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)

7. Name of Employee

VACANT

8. Office / Section

US CONSULATE GENERAL

a. First Subdivision

MANAGEMENT SECTION

b. Second Subdivision

FACILITIES MAINTENANCE

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position

10. This is a complete and accurate description of the duties and responsibilities of this position

VACANT

Printed Name of Employee

Printed Name of Supervisor

Signature of employee

Date (mm-dd-yyyy)

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Chief or Agency Head

Printed Name of Admin or Human Resources Officer

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

Employee performs full range maintenance work including basic plumbing and electrical repair with a specialization in journeyman level carpentry.

14. MAJOR DUTIES AND RESPONSIBILITIES

General Maintenance: Performs general maintenance-e repairs and work including basic electrical and plumbing repair. Job-holder is capable to diagnose and trouble shoot simple repair projects, such as changing a faucet or electrical switch and complete them independently. Will assist with maintenance projects at American Consulate residential and office buildings including renovation, safety improvements, and general repair either inside or outside the buildings. May perform painting, pool work, delivery, and janitorial work.

50%

40%

Carpentry: Designs, constructs, repairs and refinishes wood structures, components and furniture in Consulate offices and residences, using carpentry knowledge and experience with materials.

10%

Other duties: Assists with other tasks as needed, including driving and transporting persons and cargo to and from work sites away from Consulate, delivering and moving furniture, assisting with cleaning duties and escorting.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the

15. REQUIRED QUALIFICATIONS:

- a. **EDUCATION:** Must have completed vocational training or apprenticeship recognized as producing journeyman skills in carpentry.
- b. **PRIOR WORK EXPERIENCE:** Two years' experience as a journeyman in carpentry.
- c. **POST ENTRY TRAINING:** On the job training in USG building codes and SHEM regulations. Must cross train other maintenance personnel.
- d. **LANGUAGE PROFICIENCY:** Level I English (rudimentary) and Level III Spanish (good working knowledge).
- e. **KNOWLEDGE:** Full journeyman knowledge of carpentry practices and procedures.
- f. **SKILLS AND ABILITIES:** Must be able to use carpentry tools and techniques safely and effectively. Must have the ability to work independently.
- g. Most have a valid driver's license.

16. POSITION ELEMENTS

- a. **SUPERVISION RECEIVED:** Direct supervision from Maintenance Supervisor, and in his absence, the GSO Specialist.
- b. **AVAILABLE GUIDELINES:** Written and verbal work instructions and standard practices, SHEM guidelines, USG building codes.
- c. **EXERCISE OF JUDGMENT:** Decides on how to make repairs effectively and with best use of available resources; ability to determine when safety concerns or other factors might delay work
- d. **AUTHORITY TO MAKE COMMITMENTS:** None.
- e. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Helpful, cooperative interaction with Consulate employees and their families; low level contact with vendors.
- f. **SUPERVISION EXERCISED:** None.
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** Three months.